PAYMENT SERVICES USER MANUAL 1

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PAYMENT SERVICES USER MANUAL

THE STATUS SCREEN: FINDING AND OPENING INVOICES

INTRODUCTION

The Status screen allows you to see invoices that have been entered for your agency, sort the list of invoices, find invoices based on search criteria to help locate a particular invoice, and view the status of invoices.

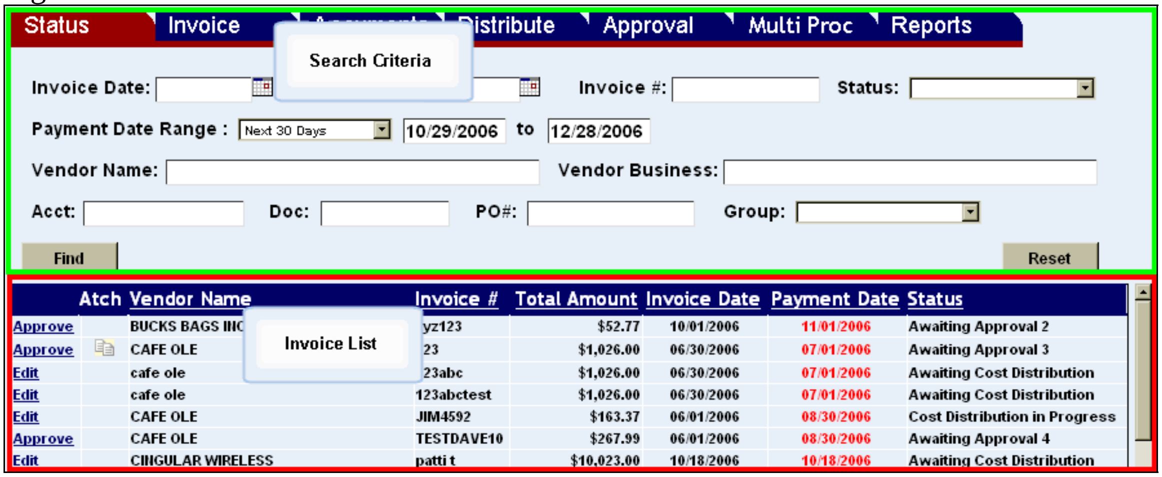
Once an invoice is found, it can be selected to open in the **Invoice**, **Distribute**, or **Approval** screens to finish invoice data entry or for authorization, cost distribution, or approval, depending on its status and depending on your role and permissions granted by your Payment Services administrator.

STATUS SCREEN DEFAULT VIEW

There are two parts of the Status screen:

- A search criteria area with various fields that you can select or enter information into and then click **Find** to find particular invoice.
- A list of invoices. By default the list is sorted by vendor name, alphabetically, and invoices with a payment date older then the current date are highlighted in red.

Figure 1 - Status



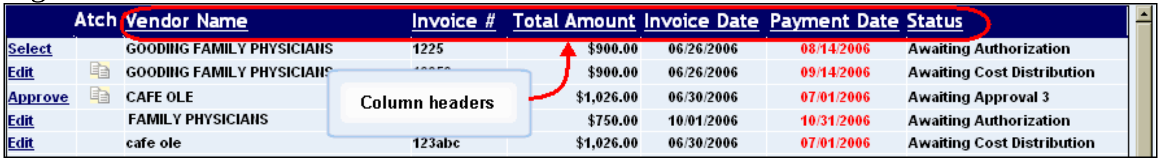
Payment Date Range : Next 30 Days 10/29/2006 to 12/28/2006

	Atch	Vendor Name	Invoice #	Total Amount	Invoice Date	Payment Date	Status
Approve		BUCKS BAGS INC	yz123	$52.77	10/01/2006	11/01/2006	Awaiting Approval 2
Approve		CAFE OLE	23	$1,026.00	06/30/2006	07/01/2006	Awaiting Approval 3
Edit		cafe ole	23abc	$1,026.00	06/30/2006	07/01/2006	Awaiting Cost Distribution
Edit		cafe ole	123abctest	$1,026.00	06/30/2006	07/01/2006	Awaiting Cost Distribution
Edit		CAFE OLE	JIM4592	$163.37	06/01/2006	08/30/2006	Cost Distribution in Progress
Approve		CAFE OLE	TESTDAVE10	$267.99	06/01/2006	08/30/2006	Awaiting Approval 4
Edit		CINGULAR WIRELESS	patti t	$10,023.00	10/18/2006	10/18/2006	Awaiting Cost Distribution

SORTING THE INVOICE LIST

Click any of the column headers of the invoice list to sort the list in ascending or descending order. Click the same column header again to sort in reverse order. For example, click **Invoice #** to sort the list by invoice numbers or click **Total Amount** to sort the list by the amounts.

Figure 2 - Column headers



	Atch	Vendor Name	Invoice #	Total Amount	Invoice Date	Payment Date	Status
Select		GOODING FAMILY PHYSICIANS	1225	$900.00	06/26/2006	08/14/2006	Awaiting Authorization
Edit		GOODING FAMILY PHYSICIANS		$900.00	06/26/2006	09/14/2006	Awaiting Cost Distribution
Approve		CAFE OLE		$1,026.00	06/30/2006	07/01/2006	Awaiting Approval 3
Edit		FAMILY PHYSICIANS		$750.00	10/01/2006	10/31/2006	Awaiting Authorization
Edit		cafe ole	123abc	$1,026.00	06/30/2006	07/01/2006	Awaiting Cost Distribution

Column headers

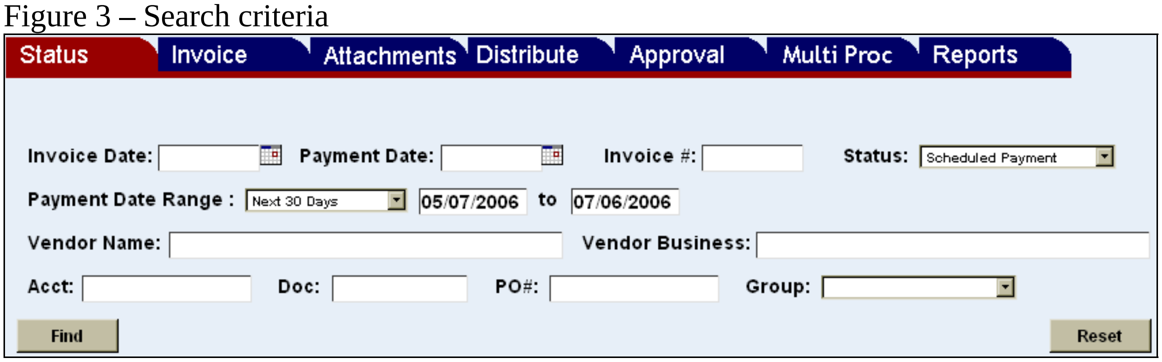
FINDING INVOICES

The default view of the Status screen includes invoices that are past due and invoices with the **Payment Date Range** set for "Next 30 Days".

To find and display other invoices:

1. Select or enter search criteria (**Invoice Date**, **Status**, **Vendor Name**, etc.).
2. Click **Find**.
    - Use *any* of the following criteria to show *only* invoices with those criteria (no past due invoices): **Invoice #**, **Status**, **Vendor Name**, **Vendor Business**, **Acct**, **Doc**, **PO#**, or **Group.**
    - Use *only* the following criteria to show invoices with the specified date or date range *as well as* show the past due invoices: **Invoice Date**, **Payment Date**, and **Payment Date Range**.

Figure 3 – Search criteria



Invoice Date:
Payment Date:
Invoice #:
Status: Scheduled Payment
Payment Date Range : Next 30 Days 05/07/2006 to 07/06/2006
Vendor Name:
Vendor Business:
Acct:
Doc:
PO#:
Group:

For example:

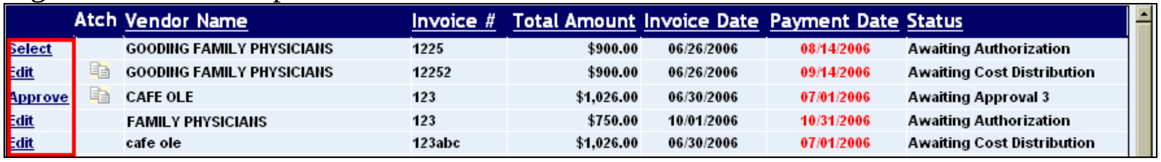
1. Select "Awaiting Approval 2" from the **Status** menu
2. Type "Costco" in the **Vendor Name** field
3. Click **Find**.

The invoice list should display only those invoices from Costco that need to be approved by an approver level 2.

SELECTING AND OPENING AN INVOICE

Once you have located an invoice, click the link next to it to open the invoice in its related screen.

Figure 2 – Links to open an invoice



	Atch	Vendor Name	Invoice #	Total Amount	Invoice Date	Payment Date	Status
Select		GOODING FAMILY PHYSICIANS	1225	$900.00	06/26/2006	08/14/2006	Awaiting Authorization
Edit	📄	GOODING FAMILY PHYSICIANS	12252	$900.00	06/26/2006	09/14/2006	Awaiting Cost Distribution
Approve	📄	CAFE OLE	123	$1,026.00	06/30/2006	07/01/2006	Awaiting Approval 3
Edit		FAMILY PHYSICIANS	123	$750.00	10/01/2006	10/31/2006	Awaiting Authorization
Edit		cafe ole	123abc	$1,026.00	06/30/2006	07/01/2006	Awaiting Cost Distribution

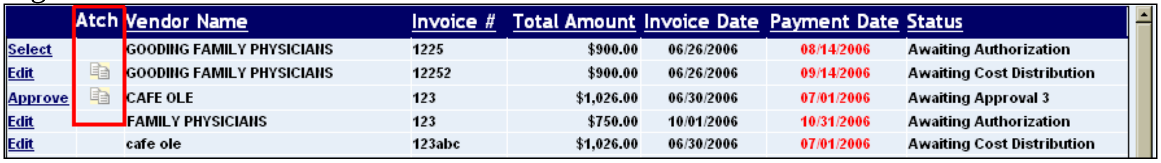
For example:

- **Select** - an invoice needs to be completed and/or authorized. Will open the invoice in the **Invoice** screen.
- **Edit** - an invoice needs cost distribution and/or fiscal coding. Will open the invoice in the **Distribute** screen.
- **Approve** - an invoice needs to be approved (according to your agency's approval process). You may also see this for invoices that have been released for payment. Will open the invoice in the **Approval** screen.

VIEWING SCANNED ATTACHMENTS

1. Click on the document icon in the **Atch** column. The **Attachments** screen will open.

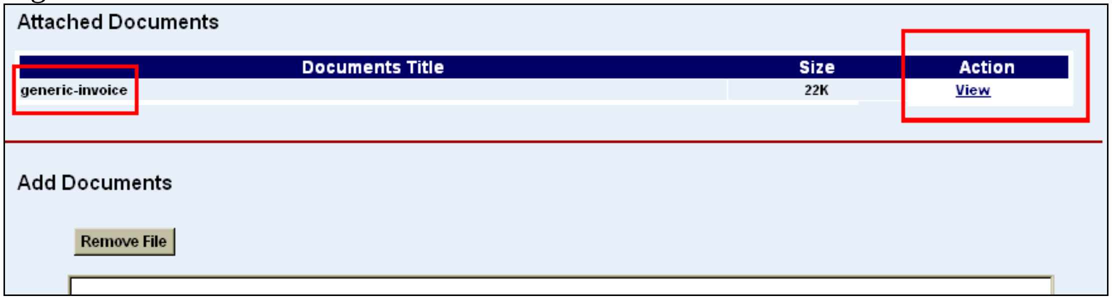
Figure 3 - Scanned attachments icon



	Atch	Vendor Name	Invoice #	Total Amount	Invoice Date	Payment Date	Status
Select		GOODING FAMILY PHYSICIANS	1225	$900.00	06/26/2006	08/14/2006	Awaiting Authorization
Edit	📄	GOODING FAMILY PHYSICIANS	12252	$900.00	06/26/2006	09/14/2006	Awaiting Cost Distribution
Approve	📄	CAFE OLE	123	$1,026.00	06/30/2006	07/01/2006	Awaiting Approval 3
Edit		FAMILY PHYSICIANS	123	$750.00	10/01/2006	10/31/2006	Awaiting Authorization
Edit		cafe ole	123abc	$1,026.00	06/30/2006	07/01/2006	Awaiting Cost Distribution

2. Click **View** to view the attached document.

Figure 4 - View scanned documents



Attached Documents

Documents Title	Size	Action
generic-invoice	22K	View

Add Documents